



Energy Efficiency Rebates for Businesses

Customer Participation Manual

July 1, 2015

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1 Introduction

1.1 Overview

Danville Utilities is pleased to offer the Custom\$ave Program to City of Danville's commercial and industrial customers. This Customer Participation Manual, designed for use by customers and their contractors, details participation requirements and procedures for the following measures:

- **HVAC**
- **Insulation**
- **Lighting**
- **Others (Custom Projects)**

These programs promote the implementation of energy conservation measures, which include the installation of high efficiency equipment, servicing of equipment for optimized performance, and other initiatives aimed at reducing energy demand. Installed measures must be designed to reduce the total electrical system demand. The rebate will be calculated based on the reduction in demand (in kilowatts) as demonstrated through verified calculations or measurements.

Energy efficiency projects must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate or control at least one kW of the commercial facility's electric load. Rebates promoted through these programs serve to reduce Danville Utilities' customers' incremental cost of selecting high-efficiency equipment over standard efficiency equipment. Rebates for qualifying measures are available for retrofit applications.

To be eligible to participate, a customer must be qualified as a commercial or industrial according to Danville Utilities specified rate schedules:

- **Worship Sanctuary Service (Rate Schedule 15),**
- **Small General Electric Service (Rate Schedule 40),**
- **Medium General Electric Service (Rate Schedules 50, 55, 56), or**
- **Large General Electric Service (Rate Schedules 60, 65, 66).**

The Custom\$ave programs are available through December 31, 2015. Applications will be processed on a first-come, first-served basis while funding is available. All applications must be received complete, with all required supporting documentation, by December 18, 2015 to be eligible for rebates. Completed applications MUST be submitted within 90 days of project completion to be eligible for a rebate. While Danville Utilities anticipates the Custom\$ave programs to be an integral part of its future resource plan, it reserves the right to cancel or modify the programs at any time.

1.2 Contact Information

Name: Meagan Baker
Address: 1040 Monument St.
Danville, VA 24541
P.O. Box: P.O. Box 3300
Danville, VA 24543
Website: www.danville-va.gov/index.aspx?NID=1554
Phone: (434) 857-3312
Fax: (434) 799-6583
Email: bakermk@danvilleva.gov

1.3 Customer Complaints

Danville Utilities wishes to maintain the highest level of customer satisfaction and has therefore developed a customer complaint resolution process to address the needs of participating customers at any point in the rebate application process.

Customers who wish to dispute any decision or action performed by Danville Utilities during the course of processing rebate applications should contact Custom\$ave at (434) 857-3312 or bakermk@danvilleva.gov.

2 Preparation

In order to apply for rebates under the Business Energy Upgrades or Custom Business Energy Upgrades programs, qualifying customers must first identify applicable energy conservation opportunities in their facilities, and then contact the key accounts manager, Meagan Baker at (434) 857-3312 or via e-mail: bakermk@danvilleva.gov to discuss a possible project or for any questions. Danville Utilities will work with the qualifying customers to schedule a preliminary energy analysis or discuss the project details, including the scope of work, quantified energy savings and project costs.

After initial contact, Danville Utilities will prepare a program application and incentive agreement for the signature specific to the project.

3 Commercial and Industrial Business Energy Upgrades

The Custom\$ave Energy Upgrades program includes incentives for HVAC equipment, insulation, lighting, and other custom retrofits that will reduce peak demand consumption. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.

3.1 HVAC, Insulation and Lighting Energy Upgrades (Prescriptive Rebates)

The following list of steps is visually represented in the diagram of Figure 3-1.

- **Identify Energy Efficiency Project Opportunities**
Danville Utilities will provide resources to help customers identify potential energy conservation measures that may be eligible for rebates. See Section 4: Equipment Catalog for information on approved measures.
- **Purchase and Install / Perform Upgrades**
Once potential upgrades have been identified, customers may proceed with purchase and implementation. Measures will require submission of invoices and/or receipts along with the relevant completed program application. Consult the Equipment Catalogs for specific requirements for each measure prior to implementation so that necessary documentation can be collected throughout the purchase and implementation process.
- **Submit the Respective Commercial Rebate Application (HVAC, Insulation or Lighting)**
Once measures have been purchased and implemented, customers should compile all associated documentation and complete the respective rebate application (HVAC, Insulation or Lighting). This may be done in one of two ways:
 1. **Emailing PDF files to bakermk@danvilleva.gov, including the application (see Appendix B, C, and D); completed fillable form or a scanned version filled out by hand) and copies of supporting documentation.**
 2. **Mailing a hard copy application (see Appendix B, C, and D) with all necessary documentation to: Danville Utilities Custom\$ave, 1040 Monument Street, Danville, VA 24541.**

While both methods are acceptable, customers are encouraged to use them in the order shown above, recognizing that emailed applications will be placed in the queue immediately whereas hard copy applications will require additional travel and data entry time before landing in the processing queue. Thus emailed applications can expect faster processing times than hard copy applications sent through the mail.

Danville Utilities will review all applications for completeness and will validate application information with submitted invoices, receipts, and any other required documentation. Should

questions or concerns arise, Danville Utilities will contact the customer directly and will work to obtain any missing or incomplete information prior to approval and placement into the rebate check processing queue. The time associated with such communications will be prior to and separate from the expected rebate check delivery time stated below.

Danville Utilities may, at its discretion, request access to the relevant equipment for the purposes of inspection related to quality control. By signing an application, the customer agrees to provide Danville Utilities reasonable access during normal business hours to the facilities where rebated equipment resides. Furthermore, the customer agrees to allow Danville Utilities reasonable access to inspect and unobtrusively monitor any and all equipment related to the application. The results of this post-installation inspection may affect application approval and rebate amounts if discrepancies are discovered between observations and application details.

The customer also agrees to participate in brief telephone surveys or email surveys aimed at monitoring program quality and customer satisfaction.

- **Receive Rebate Check**

Following submission of a complete application, including all required supporting documentation, customers will receive their rebate check. Rebates will be mailed to the address associated with Danville Utilities account listed on the application

Should customers not receive their rebate check or other application related communication from Danville Utilities in the timeframe stated above or should they have any concern at any time throughout the application process, they are encouraged to contact Danville Utilities Custom\$ave Program at (434) 857-3312 or bakermk@danvilleva.gov.

- **Allow Reasonable Access to Rebated Equipment for Follow-Up Inspection**

Similar to the post-installation inspection that may be performed during the application review process, Danville Utilities may wish to conduct follow-up quality control after disbursement of rebates. Customers agree to allow Danville Utilities reasonable access during normal business hours for up to two years following receipt of rebates. These follow-up inspections are aimed at overall program performance, will be performed after disbursement of rebate checks, and will not affect said disbursements in any way.

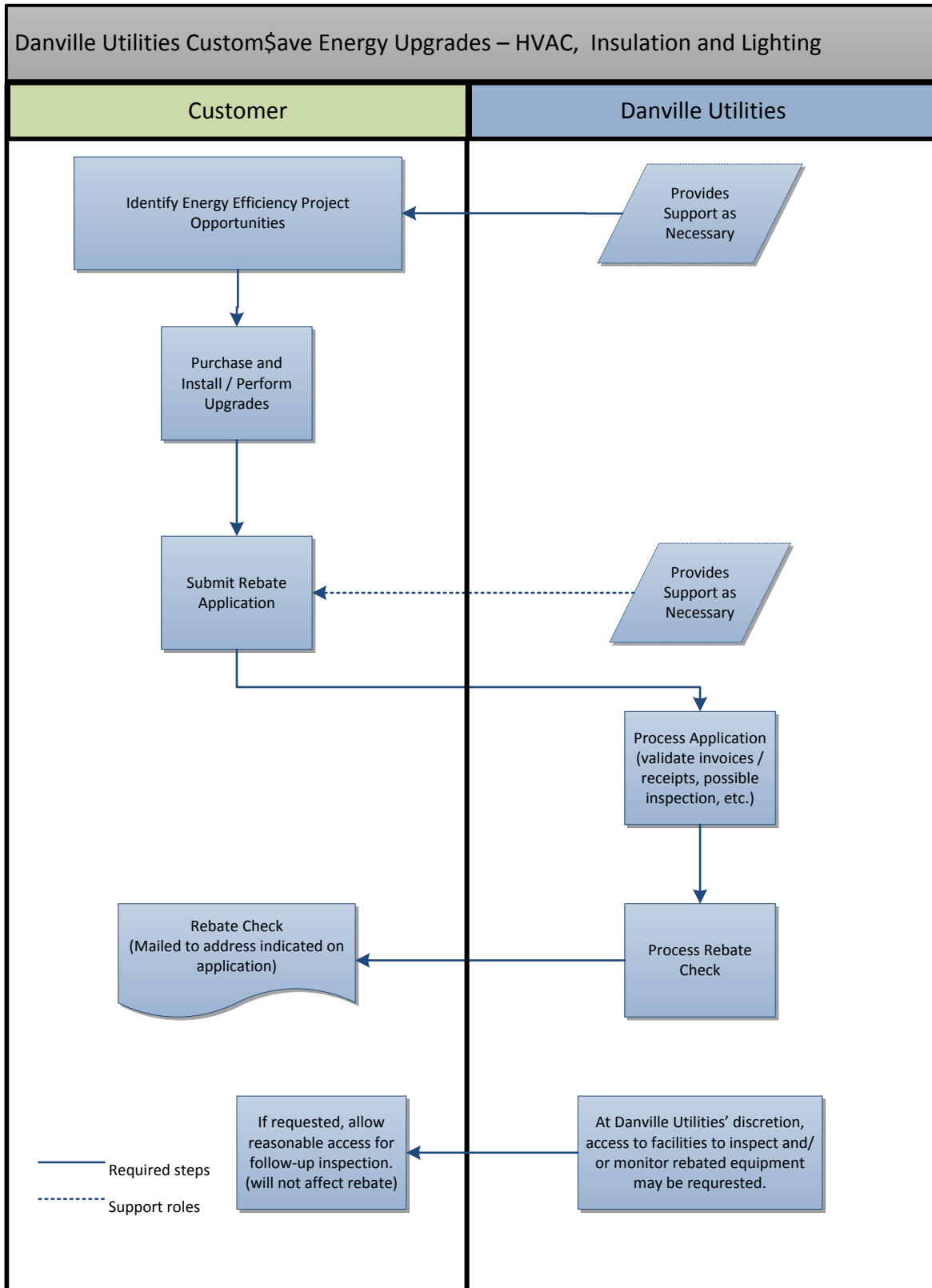


Figure 3-1: Prescriptive HVAC, Insulation and Lighting Customer Participation Path

3.2 Custom Business Energy Upgrades (Custom Incentives)

Custom Business Energy Upgrades covers large or more complex projects that do not qualify under the specified energy upgrades for Prescriptive HVAC, Insulation and Lighting retrofits.

The following list of steps is visually represented in the diagram of **Figure 3-2**.

- **Identify Energy Efficiency Project Opportunities**

As explained in Section 2 “Preparation”, Danville Utilities provides valuable resources to help customers identify potential energy conservation measures at their facilities that may be eligible for rebates.

- **Submit Pre-Approval Application**

Customers should read the Custom Equipment Catalog (see Section 4) for requirements and exclusions related to measures that will be allowed to participate via the Custom path. Prior to the purchase and implementation of qualifying measures, customers shall contact program manager Meagan Baker at (434) 857-3312 or via e-mail: bakermk@danvilleva.gov to discuss the possible project. Danville Utilities will work with the customers to schedule a preliminary energy analysis or discuss the project details, including the scope of work, quantified energy savings and project costs. Should questions or concerns arise, Danville Utilities will contact the customer directly and will work to obtain any missing or incomplete information in a timely manner.

- **Allow Reasonable Access to Existing Equipment for Pre-Installation M&V**

Because of their unique nature, Custom projects may require pre-installation inspection, measurement and verification (M&V). Once a customer signs and returns the Custom Application, Danville Utilities may contact the customer to schedule the pre-installation M&V. The customer agrees to provide Danville Utilities reasonable access to the relevant facilities and equipment during normal business hours for the purposes of equipment inspection and unobtrusive installation of monitoring equipment to measure the performance of existing equipment slated for upgrade. Monitoring may be necessary for an extended period of time depending on the technical nature of the measure under consideration. Danville Utilities reserves the right to decide how much and what types of monitoring are necessary to provide sufficient confidence in the Custom measure’s ability to produce the claimed energy savings.

Danville Utilities will not approve rebates for Custom projects in which equipment was installed *prior* to mandatory pre-installation M&V activities. Customers who *purchase* equipment prior to pre-installation M&V but delay *installation* until after pre-installation M&V and after the receipt of the Pre-Approval Notice **do so at their own risk** by not waiting for the results of Danville Utilities’ review of the original Custom Application and the results of the M&V activities. The results of this review/M&V process may lead to adjustments of rebate amounts if incorrect information was determined to have been present in the Custom Application. The Pre-Approval Notice will explain any such adjustments and the reasons for them. Customers are therefore, strongly urged to delay both purchase and installation of qualifying Custom equipment until

Danville Utilities has delivered the Pre-Approval Notice following review of the Custom Application and the pre-installation M&V findings.

- **Receive Pre-Approval Notice**

Once Danville Utilities has reviewed the Custom Application and performed the pre-installation M&V, a Pre-Approval Notice will be sent to the customer providing the details of the measures being approved. The Notice may approve the original submission as-is or may contain modifications or adjustments to equipment specifications and/or rebate amounts based on the initial review and pre-installation M&V. (See Section 1.3 Customer Complaints in this manual for details on available recourse should a customer disagree with modifications made to an original Custom Application submittal.)

The Pre-Approval Notice represents the reservation of rebate funds in the amounts stated in the Notice and is contingent upon the installation of equipment as stated in the original submission, including any modifications indicated in the Notice based on the review and the pre-installation M&V.

- **Purchase and Install / Perform Upgrades**

Upon receipt of the Pre-Approval Notice, customers may proceed with purchase and implementation of approved measures. Consult the Custom Equipment Catalog (See Section 4) for specific documentation requirements prior to implementation so that necessary documentation can be collected throughout the purchase and implementation process.

- **Submit Post-Installation Application**

Upon implementation of qualifying Custom measures, customers should submit all relevant receipts/invoices and manufacturer specification sheets as indicated in the Custom Equipment Catalog. The documents should be submitted in the same manner as the Custom Application per the instructions above and in the Custom Equipment Catalog.

The documentation should contain any details related to departures from the plans submitted in the Custom Application and should clearly state the reasons for such departures. It must also show updated rebate calculations. Detailed instructions may be found in the Custom Equipment Catalog.

- **Allow Reasonable Access to Rebated Equipment for Post-Installation M&V**

The same allowances must be given for post-installation M&V that are explained in the pre-installation M&V section above. If Post-Installation documentation reviews or post-installation M&V reveals discrepancies between the actual measures installed and the measures as indicated in the Custom Application, Danville Utilities will make the necessary modifications and adjustments to measure details and any corresponding rebate amounts and notify the customer of such changes. (See Section 1.3 Customer Complaints in this manual for details on available recourse should a customer disagree with modifications made to an original Custom Application submittal.)

- **Receive Rebate Check**

Following submission of a complete application, including all required supporting documentation, customers will receive their rebate check. Rebates will be mailed to the address associated with Danville Utilities account listed on the application

Should customers not receive their rebate check or other application related communication from Danville Utilities in the timeframe stated above or should they have any concern at any time throughout the application process, they are encouraged to contact Danville Utilities Custom\$ave Program at (434) 857-3312 or bakermk@danvilleva.gov.

- **Allow Reasonable Access to Rebated Equipment for Follow-Up M&V**

Because of interest in the long term performance of energy conservation measures sponsored by Custom\$ave Energy Upgrades, Danville Utilities reserves the right to request reasonable access to rebated equipment and the facilities in which they reside to perform inspections and M&V related to energy savings persistence for up to two years following customer receipt of rebate checks. These persistence inspections will follow rebate check disbursement and will not affect said disbursements in any way.

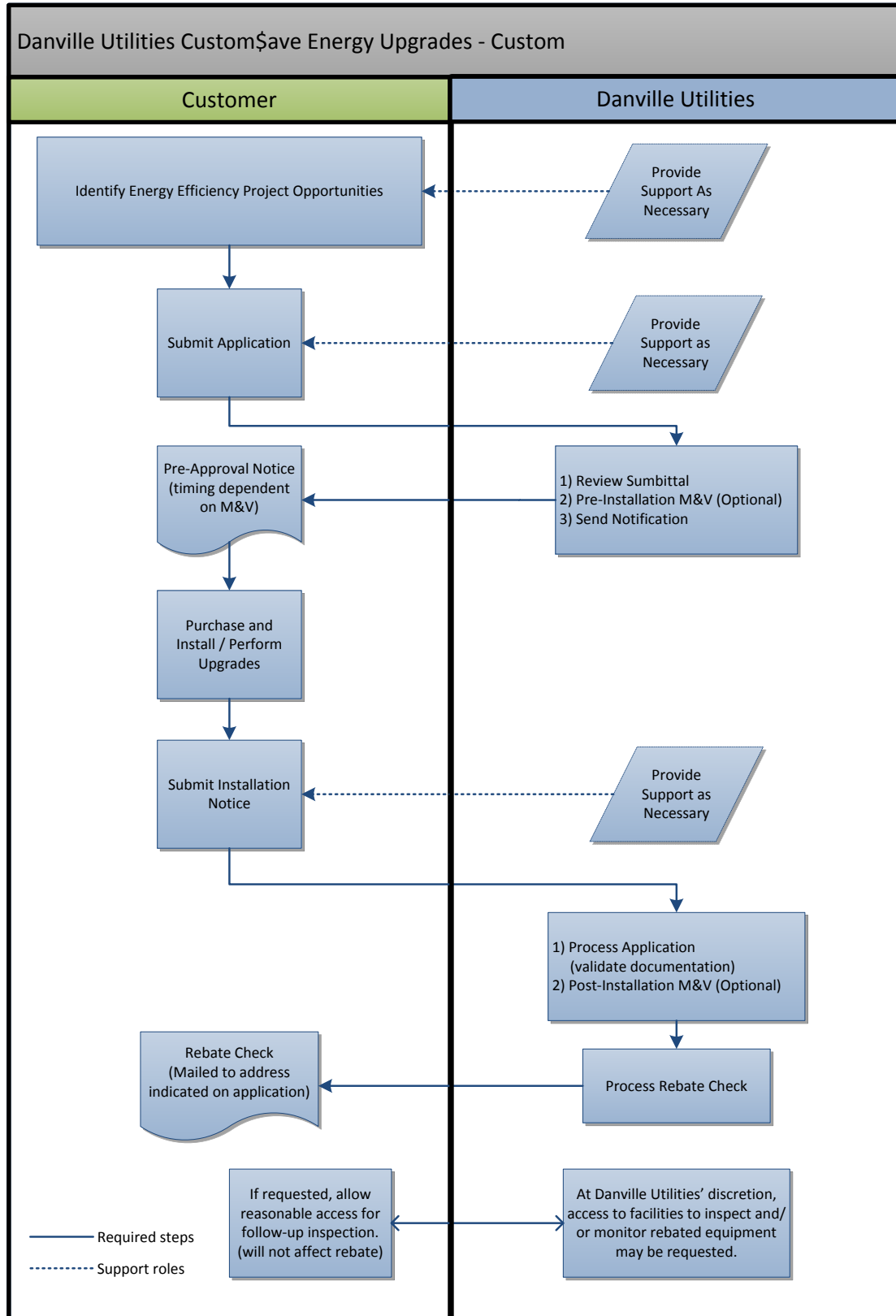


Figure 3-2: Custom Customer Participation Path

4 Equipment Catalog

4.1 HVAC Improvement Measures

This HVAC Equipment Catalog describes the eligibility requirements and rebate amounts for qualifying HVAC measures and equipment under Danville Utilities Custom\$ave Program (Rebate Program). It also includes instructions on how to complete the Rebate Application and information regarding any required additional documentation. This Rebate Program provides rebates for many types of energy efficient technologies. Please read the following sections carefully to ensure that you purchase and install qualifying equipment.

In order to be eligible for rebates through this Rebate Program, all equipment must meet the following requirements:

- **Energy Efficiency projects must be installed on or after June 1, 2014**
- **Installation must have occurred within the past 90 of application submission.**
- **Acceptable forms of proof of purchase and manufactures specification indemnifying efficiency of the measure must accompany the application upon submission.**
- **The installed measures must be new. Refurbished measure will not be accepted.**
- **AHRI reference # or documentation from AHRI manual to verify the required efficiency level for all HVAC systems. If equipment is not listed in AHRI manual then the manufacturer's specification sheet must be provided showing the efficiency level tested under AHRI conditions.**

Pre-qualification of HVAC eligible measures under this Rebate Program is not required. Additional eligibility and submittal requirements for HVAC technologies are outlined in this Equipment Catalog.

Eligible Measures:

- **Unitary and Split Air Conditioning Units**
- **Unitary and Split Air Source Heat Pumps**
- **Package terminal air conditioners (PTAC)**
- **Package terminal heat pumps (PTHP)**
- **ENERGY STAR® Room Air Conditioner**

4.1.1 Unitary and Split Air Conditioning Units and Air Source Heat Pumps

Measure Description: Higher efficiency heat pumps and air conditioners use less electricity but perform as well as standard units. Quality units typically last between fifteen and twenty years. The electricity saved through greater efficiency can pay dividends for years through lower operating costs.

Applicability: Retrofit installations.

Equipment Eligibility: Three-phase and single-phase heat pumps and unitary air conditioners eligible for rebates from Danville Utilities. Residential type, single-phase split and packaged heat pumps are also eligible for rebates if they are air-cooled units that meet or exceed all of the applicable efficiency ratings

shown in Table 4.1 at Air-Conditioning, Heating, and Refrigeration Institute (AHRI) Standard Rating Conditions.

Table 4.1: Unitary and Split AC and HP Rebate Table

HVAC Rebate Table					
Equipment Type	Size Category	Qualifying Efficiency			Rebate (per ton)
Unitary and Split Air Conditioning Units and Air Source Heat Pumps	<65,000 Btu/h (5.4 Ton)	Tier 1	14.0 SEER / 12.0 EER (Split System)	14.0 SEER / 11.6 EER (Single Package)	\$40
		Tier 2	15.0 SEER / 12.5 EER (Split System)	15.0 SEER / 12.0 EER (Single Package)	\$60
	65,000 Btu/h (5.4 Tons) - 240,000 Btu/h (20 Tons)	Tier 1	11.0 EER		\$40
		Tier 2	11.5 EER		\$60
	241,000 Btu/h (20 Tons) - 760,000 Btu/h (63.3 Tons)	10.5 EER			\$40
	≥760,000 Btu/h (63.3 Tons)	9.9 EER			\$40

Items to submit with HVAC Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturers' specification sheets documenting full-load and part-load efficiency or unit AHRI reference number(s).

4.1.2 Packaged Terminal Units

Measure Description: Packaged Terminal Air Conditioners (PTACs) and Packaged Terminal Heat Pumps (PTHPs) are designed primarily to provide complete cooling or cooling and heating and for a room or small zone and are specifically for permanent through-the-wall installation. These electrically-powered units are generally sized under 13,500 Btu/hr, are typically designed to be installed in a separate through-the-wall sleeve on an exterior wall, and are typically found in hotels. This is not the same as a window unit air conditioner or heat pump adapted for through-the-wall use. Higher efficiency units generally cost less to operate.

Applicability: Retrofit installations.

Equipment Eligibility: PTAC and PTHP units must have ARI -certified efficiencies that meet or exceed the minimum requirements shown in Table 4.2. Equipment must be correctly sized, purchased new and installed, and meet all other program terms and conditions.

Table 4.2: PTAC / PTHP Rebate Table

PTAC/ PTHP Rebate Table			
Equipment Type	Size Category	Qualifying Efficiency* (Minimum Efficiency Calculation)	Rebate (per unit)
Package terminal air conditioners and heat pumps (PTAC/PTHP)	ALL	12.8 EER - (0.213 x (Cooling Btu/h ÷ 1,000))	\$40

Items to submit with HVAC Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturers' specification sheets documenting full-load and part-load efficiency or unit AHRI reference number(s).

***PTAC and PTHP Minimum Efficiency (EER) Calculation Example:**

One ton unit with cooling capacity of 12,000 Btu/h: Qualifying Minimum Efficiency = $12.8 - (0.213 \times 12,000 \div 1000) = 10.2$ EER

4.1.3 ENERGY STAR® Room Air Conditioners

Measure Description: ENERGY STAR® room Air conditioners are typically window mounted units that cool individual spaces or zones. Typically found in spaces without central air conditioning.

Applicability: Retrofit installations.

Equipment Eligibility: Air Conditioners must be qualified by ENERGY STAR® and have a cooling capacity greater than 7,999 Btu/h (2/3 ton). Qualification and associated rebates are identified in Table 4.3.

Table 4.3: ENERGY STAR® ROOM AC Rebate Table

ENERGY STAR® Room Air Conditioners Rebate Table			
Equipment Type	Size Category	Qualifying Efficiency	Rebate (per unit)
ENERGY STAR® Room Air Conditioners	≥ 8,000 Btu/h	ENERGY STAR® qualified	\$25

4.2 Building Insulation Improvement Measures

This Building Insulation Improvements Catalog describes the eligibility requirements and rebate amounts for qualifying Building Insulation Improvement measures under Danville Utilities Custom\$ave Program (Rebate Program). It also includes instructions on how to complete the Rebate Application and information regarding any required additional documentation. This Rebate Program provides rebates for many types of energy efficient technologies. Please read the following sections carefully to ensure that you purchase and install qualifying equipment.

In order to be eligible for rebates through this Rebate Program, all equipment must meet the following requirements:

- **Energy Efficiency projects must be installed on or after June 1, 2014.**
- **Installation must have occurred within the past 90 of application submission.**
- **Acceptable forms of proof of purchase and manufactures specification indemnifying efficiency of the measure must accompany the application upon submission.**
- **The installed measures must be new. Refurbished measure will not be accepted.**

Eligible Measures

- **Attic / Ceiling Insulation**
- **Exterior Wall Insulation**
- **Floor / Crawl Space Insulation**

4.2.1 Insulation Upgrade

Measure Description: Additional insulation in the ceilings, roofs, exterior walls, and floor / crawl spaces of facilities can reduce the energy losses between the indoors and outdoors. Facilities lacking an appropriate amount of insulation typically cost more to heat or cool and provide less occupant comfort.

Applicability: Retrofit installations.

Measure Eligibility:

- **The insulation must cover the entire roof area, exterior walls, and floor/crawl space in spaces with mechanical cooling and/or heating in use, respectively.**
- **The pre-existing Insulation rating must be less than R-6 for Exterior Walls and R-11 for Floor/Crawlspaces.**
- **The total insulation rating after installation must be \geq R-38 for Attic/Ceilings, \geq R-13 for Exterior Walls and \geq R25 for Floor/Crawl Spaces.**
- **Insulation types and associated rebates are identified in [Table 4.4](#).**

The following facility types are NOT eligible for this rebate:

- **Facilities with dropped ceilings only for Attic/Ceiling Insulation upgrades.**
- **New Construction.**

Table 4.4: Insulation Rebate Table

Insulation Rebate Table			
Equipment Type	Existing Conditions	Qualifying Efficiency	Rebate (per sq. ft.)
Attic / Ceiling Insulation	N/A	$\geq R-38$	\$0.15
Exterior Wall Insulation	$< R-06$	$\geq R-13$	\$0.35
Floor / Crawlspace Insulation	$< R-11$	$\geq R-25$	\$0.30

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer's specification sheets demonstrating compliance with eligibility requirements.

4.3 Lighting Improvement Measures

Lighting improvement measures are the most common energy upgrade. Lighting improvement measures reduce energy demand by retrofitting existing lighting fixtures with high efficient fixtures that consume less energy at higher lumens and reduce energy consumption by installing occupancy controls to reduce operating periods.

In order to be eligible for rebates through this Rebate Program, all equipment must meet the following requirements:

- Energy Efficiency projects must be installed on or after June 1, 2011.
- Installation must have occurred within the past 90 of application submission.
- Acceptable forms of proof of purchase and manufactures specification indemnifying efficiency of the measure must accompany the application upon submission.
- The installed measures must be new. Refurbished measure will not be accepted.
- Energy efficiency project must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate or control at least one kW of the commercial facility's electric load.

Eligible Measures

- Lighting Retrofits
- Occupancy Sensors
- LED Exit Signs

4.3.1 Lighting Retrofit

Measure Description: Retrofit of existing fixtures with energy efficient fixtures. As lighting technology advances more efficient lighting fixtures are developed that consume less energy and provide more lumens per watt.

Applicability: Retrofit installations.

Measure Eligibility:

- Installed measures must be designed to reduce the total electrical system demand. The rebate will be calculated based on the reduction in demand (in kilowatts) as demonstrated through verified calculations or measurements.
- Energy efficiency project must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate.
- Retrofit to Exit signs are rebated separate and should not be included in this measure.
- Qualification and associated rebate is identified in [Table 4.5](#).

Table 4.5: Lighting Retrofit Rebate Table

Lighting Retrofit Rebate Table		
Equipment Type	Qualifying Efficiency	Rebate (Per Watt Reduced)
Lighting Retrofit	Reduce wattage ≥ 1 kW	\$0.175

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer's specification sheets demonstrating compliance with eligibility requirements.

4.3.2 Occupancy Sensors

Measure Description: Installation of Occupancy Sensors on existing lighting systems to reduce the operating period or the controlled lights based upon occupancy of the space. Typically lights connected to occupancy sensors shut off after 15 minutes of inactivity within the space and automatically turn on with motion in the space.

Note: An additional **\$50 per kW controlled** may also be earned by installing new energy efficiency enhancements (such as lighting occupancy sensors). Please contact program manager Meagan Baker at (434) 857-3312 or via e-mail: bakermk@danvilleva.gov for details.

Applicability: Retrofit installations.

Measure Eligibility:

- The occupancy sensors must be connected to at least one kilowatt (kW) to qualify for a rebate.
- Qualification and associated rebate is identified in [Table 4.6](#).

Table 4.6: Occupancy Sensors Rebate Table

Occupancy Sensors Rebate Table		
Equipment Type	Qualifying Conditions	Rebate (Per Watt Controlled)
Lighting Retrofit	Controlled wattage ≥ 1 kW	\$0.05

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer's specification sheets demonstrating compliance with eligibility requirements.

4.3.3 LED Exit Sign

Measure Description: Retrofitting incandescent or florescent exit signs LED exit signs.

Applicability: Retrofit installations.

Measure Eligibility:

- Only New LED exit signs replacing and incandescent or fluorescent exit signs will qualify.
- Retrofit Kits are not eligible.
- LED exit signs must meet UL-924 requirements and meet all applicable fire codes. Exit signs must use ≤ 5 Watts and have a minimum product life of 10 years or ENERGY STAR® Qualified.
- Qualification and associated rebate is identified in [Table 4.7](#).

Table 4.7: LED Exit Sign Rebate Table

LED Exit Sign Rebate Table			
Equipment Type	Existing Conditions	Qualifying Efficiency	Rebate (per sq. ft.)
Attic / Ceiling Insulation	Incandescent or Fluorescent Exit Signs	ENERGY STAR® qualified and ≤ 5 Watts	\$0.15

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable
- Manufacturer's specification sheets demonstrating compliance with eligibility requirements

4.4 Custom Energy Upgrades

From replacing or improving existing inefficient equipment or systems that are not classified in the other prescribed measures within Danville Utilities' Custom\$ave program, rebates are offered through the custom program. Danville Utilities Custom\$ave provides rebates for many types of energy efficient technologies. Please read the following sections carefully to ensure that you purchase and install qualifying equipment. Customers will need to provide the Energy Calculations according to the guidelines found within this section.

In order to be eligible for rebates through Business Energy Upgrades, all equipment must meet the following requirements:

- **Equipment must be new and installed in a manner that meets or exceeds code regulations and adheres to industry standards.**
- **Equipment may be installed in retrofit applications, except where indicated in individual measures.**
- **Replaced equipment must be disposed of in accordance with local, state, or federal codes and regulations and cannot be re-installed elsewhere.**
- **Energy efficiency equipment must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate or control at least one kW of the facility's electric load.**
- **Qualification and associated rebate is identified in [Table 4.8](#).**

Measure Description:

Custom measures are projects that apply to many end-uses to increase energy efficiency and reduce annual electrical use. The program does not explicitly specify eligible measures to provide program participants maximum flexibility in identifying potential projects. Participants may propose the inclusion of any measure that:

- **Involves a capital expenditure for project(s) that have an energy savings component;**
- **Produces a verifiable reduction in energy demand; and**
- **Is installed in a retrofit application.**

Qualifying Measure Examples:

Examples of eligible measures are listed below. Program participants are free to propose measures not included below, as long as the above requirements are met.

- **Increased compressed air system efficiencies (e.g. installation of VFD's, added storage)**
- **Control applications (e.g. installation of a building energy management control system)**
- **Process improvements**
- **Heat Recovery Units**
- **Process Cooling Projects**
- **Industrial Refrigeration Projects**
- **Compressed Air Projects and Air Leaks**

Danville Utilities will review all measures for their eligibility and appropriateness to participate in Custom Business Energy Upgrades. Danville Utilities retains the right to determine, at their sole discretion, eligible measures and reject applications or request additional information as necessary.

Exclusions:

The following measures are excluded from consideration for Custom rebates:

- Any projects that are eligible under the prescriptive measures within the Custom\$ave program
- Retro-commissioning measures.
- Projects without a capital purchase of new equipment.
- Projects that receive a rebate through any other energy efficiency program offered by Danville Utilities.
- Rely solely on changes in customer behavior.
- Merely terminate existing processes, facilities, operations, or vacancies.
- Relocate existing processes, facilities, or operations out of Danville Utilities' service territory.
- Are required by local, state, or federal law; building or other codes, or are standard industry practice.
- Produce an electric energy reduction through substitution of another energy source for electricity.
- Generate electricity, including cogeneration or renewable energy generation.
- Energy Conservation Measures that apply duty cycling technology in air conditioning or heating units.
- Energy Conservation Measures are subject to provide 3rd party lab results according to Danville Utilities' discretion to qualify for a rebate.

Table 4.8: Custom Rebate Table

Custom Rebate Table		
Equipment Type	Qualifying Conditions	Rebate (Per kW Reduction)
Custom	Verifiable Demand Reduction ≥ 1 kW	\$175

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer's Specification sheet for the upgraded equipment.
- Energy Calculations according to the guidelines in 4.4.1.

4.4.1 Custom Program Calculation Guidelines

The following guidelines are for Danville Utilities Customers' use in preparing program-required deliverables and supporting calculation files. The goal of this document is to standardize the calculation methods used by providers and to ensure that those calculation methods provide accurate energy and

cost savings information to both the program and the program participants. Use of these guidelines will also decrease time investment in review and revisions for both Danville Utilities and the Customer.

Weather Data

Any weather sensitive measures will use Typical Meteorological Year 3 (TMY3) data unless prior approval is given by the Danville Utilities. TMY3 data is available for download from the National Renewable Energy Laboratory (http://rredc.nrel.gov/solar/old_data/nsrdb/1991-2005/tmy3/by_state_and_city.html). Customers will use TMY3 data from the weather site nearest in direct distance to the building under investigation.

Determining Peak Demand Savings for Incentives

The customer's average demand savings is used to determine the monetary impacts on the customer's utility bill as well as being used to determine the incentive amount. For each measure and for each month of the year, determine demand savings that will reduce the monthly peak demand at the facility, the average of the twelve monthly peak demand savings values will be used to calculate the incentive amount.

Trending Requirements

Trending of key parameters is required for pre- and post-installation M&V. For questions regarding trending requirements, please contact program manager Meagan Baker at (434) 857-3312 or via e-mail: bakermk@danvilleva.gov.

Trending Period

Collect trend data for key parameters covering two weeks during typical operating conditions. Please note data collection is critical to the program analysis and project timeline. Industry best practices are to verify data collection is working prior to leaving site or by retrieving and checking the data prior to leaving site or at each one week interval.

Documentation

Provide the program with raw trend data files for records. Note any non-typical operating conditions included in the trend period such as holidays or facility shut-downs.

Trend Interval

- If using logged data from portable data loggers, use a trend interval of 1-minute or less.
- Data from control system is also allowed; discuss trending requirements with the Danville Utilities.

Power Measurements Accompanying Trends

- In general, a spot measurement to verify the logged values of the control system is required. Take three-phase power measurements on equipment when amperage trends are set up. Use these spot measurements to accurately translate trended amperage to power. The spot measurements should be of voltage, amps, and power factor (power is optional).

- When spot measurements are taken, document date and time of day. Effort should be made to synchronize a spot measurement with a data point taken from trend interval data.
- If possible, take spot measurements at several different loadings of the equipment to correlate measured amps with actual power at the different loadings. For example, in a compressed air system, a load-unload compressor would be measured at full-load power and at unload power conditions. Data analysis should then account for variances in power factor and voltage at different equipment loading.

Air Compressor Trending Requirements

In the pre and post measurement periods, all regularly operating compressors must be logged simultaneously regardless of quantity of compressors. Compressors that are only used for backup purposes if other compressors fail do not have to be logged, but should be if possible. If logging all operating compressors is not possible, this should be discussed with Danville Utilities and written approval must be given for alternate approaches.

Baseline and Post-Installation Production Data Requirements

Most of these industrial systems are critical utilities for production at most facilities. In order to accurately calculate energy savings for the project, appropriate production data is required to be collected for the baseline and post trending periods. The verification analysis should utilize the production data to adjust the baseline measurement period to the post-production measurement period. The difference between the production-adjusted baseline measured energy consumption and the post installation measured energy consumption will be the verified project energy savings.

Applicable IPMPV Guidelines

Customers will generally follow Option A: Retrofit Isolation: Key Parameter Measurement or Option B: All Parameter Measurement of IPMPV Concepts and Options for Determining Energy and Water Savings, Volume 1. This document is available online at www.evo-world.org.

Sampling

Where a measure involves many pieces of similar equipment (e.g. compressed air leaks), sampling is allowed. Equipment is deemed similar for sampling purposes if: 1) Equipment type and size are similar 2) Equipment is controlled in a similar way 3) Operating schedule and equipment loading are similar. Required sample sizes are specified in Table 2 based on an 80% confidence, 20% precision statistical sample (assuming coefficient of variance equal to 0.75). If obtaining the required sample size is too cost-prohibitive for a project, Customer's will consult with Danville Utilities. For compressed air leaks, the required sample size must meet the sampling guidelines given in Table 4.9 or sample at least 20% of the identified leaks, whichever value is greater.

Table 4.9: Required Sample Sizes

80/20, cv=0.75	
Population Size	Sample Size
<=5	Sampling not allowed
6	5
7-8	6
9-10	7
11-12	8
13-14	9
15-17	10
18-21	11
22-25	12
26-29	13
30-35	14
36-42	15
43-52	16
53-64	17
65-82	18
83-108	19
109-151	20
>=152	23

Appendix A - Frequently Asked Questions

- **Is my facility eligible for this program?**

The facility is eligible for the program if it is served by Danville Utilities under one of the commercial or industrial electric rates (Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.). Retrofit projects are eligible for the majority of rebates; see Equipment Catalogs for details.

- **What if I am installing a measure in a leased property and my tenant is responsible for the electric bill?**

Eligibility is determined based on the information on the electric account for the building where the equipment is installed. Rebates will be paid to the name and address on the electric account.

- **How long will this program be available?**

The Rebate Program is available through December 31, 2015. Applications for this program year must be received no later than December 18, 2015. While Danville Utilities anticipates Custom\$ave to be an integral part of its future resource plan well beyond 2015, it reserves the right to cancel or modify the program at any time.

- **Where can I find out more about this program?**

Customers can learn more about the Custom\$ave Program by visiting www.danville-va.gov/index.aspx?NID=1549, calling (434) 857-3312, or emailing bakermk@danvilleva.gov.

Appendix B - HVAC Rebate Application



Danville Utilities Custom\$ave Energy Efficiency Program: Commercial HVAC Rebate Application

Please complete the entire form for rebate processing. The rebate will be paid upon verification that energy efficiency measures have been installed to program standards.

Danville Utilities Account #	Danville Utilities Customer #	Building Square Footage

Recipient _____ Installation Date _____
 Installation Address _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Contact _____ Email _____ Phone () _____ Ext _____

HVAC Rebate Table					
Equipment Type	Size Category	Qualifying Efficiency			Rebate (per ton)
Unitary and Split Air Conditioning Units and Air Source Heat Pumps (See Eligibility Requirements on reverse side)	< 65,000 Btu/h (5.4 Tons)	Tier 1	14.0 SEER / 12.0 EER (split system)	14.0 SEER / 11.6 EER (single package)	\$40
		Tier 2	15.0 SEER / 12.5 EER (split system)	15.0 SEER / 12.0 EER (single package)	\$60
	65,000 Btu/h (5.4 Tons) – 240,000 Btu/h (20 Tons)	Tier 1	11.0 EER		\$40
		Tier 2	11.5 EER		\$60
	241,000 Btu/h (20 Tons) – 760,000 Btu/h (63.3 Tons)	10.5 EER			\$40
	≥ 760,000 Btu/h (63.3 Tons)	9.9 EER			\$40
Package terminal air conditioners and heat pumps (PTAC/PTHP)	ALL	See Minimum Efficiency Calculation* below			\$40
ENERGY STAR Room Air Conditioners	≥ 8,000 Btu/h	Must be ENERGY STAR qualified			\$25 per unit

*PTAC and PTHP Minimum Efficiency (EER) Calculation: $12.8 \text{ EER} - (.213 \times (\text{Cooling Btu/h} \div 1000))$. Example: One ton unit with cooling capacity of 12,000 Btu/h – Minimum Efficiency = $12.8 - (.213 \times 12,000 \div 1000) = 10.2 \text{ EER}$

HVAC Equipment Detail								
Equipment Description	Make & Model # (for split system, supply both indoor & outdoor unit info)	Unit Efficiency (SEER/EER Rating)	AHRI Reference Number*	Unit Size (tons) A	# of Units B	Rebate (per ton) C	Total Rebate A*B*C	Date Installed

* Danville Utilities requires an AHRI reference # or documentation from the AHRI Manual to verify the required efficiency level for all HVAC systems. If the equipment or matched set is not in the AHRI manual, the manufacturer's technical specification sheets must be provided showing the efficiency level tested under AHRI conditions. Equipment capacity (size) and efficiency must be based on AHRI design conditions.

VERIFICATION RESULTS

___ Approved ___ Rejected Inspector Signature _____ Date _____
 Approved Rebate Amount \$ _____

To be completed by installation contractor/material vendor if applicable:

HVAC Contractor _____ Phone (____) _____
 Contractor's License # _____
 Address _____
 City _____ State _____ Zip _____
 Email _____ Contractor Signature _____ Date _____

The signature above certifies the above information is correct and the referenced HVAC equipment was installed in accordance with program standards.

AGREEMENT

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth on the reverse side of the application.

Name/Title of Authorized Applicant (Please Print) _____ Signature of Applicant _____ Date _____

TERMS & CONDITIONSApplicable to all rebate requests:

I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace existing equipment or new construction. I understand that installation must be performed by a licensed HVAC contractor. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the cost of the equipment. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

ELIGIBILITY RULES

1. Customer must comply with all Terms & Conditions above. Installation must have occurred within the past 90 days of application submission.

2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.

3. HVAC contractor must complete Contractor Information section of application, if applicable.

4. Energy efficiency project must be installed on or after June 1, 2012.

5. Submit completed application, required proof of purchase and AHRI information/manufacture's specification documentation to contact listed below by mail, email or fax.

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions above. Please review all items before submission of the rebate application. Complete all parts of the application that are applicable.

For questions, please contact: Meagan Baker ■ Key Accounts Manager ■ Danville Utilities ■ 1040 Monument Street
 ■ Danville, VA 24541 ■ O| 434.857.3312 ■ F| 434.799.6583 ■ E| bakermk@danvilleva.gov

Appendix C - Insulation Rebate Application



Danville Utilities Custom\$ave Energy Efficiency Program: Commercial Insulation Rebate Application

Please complete the entire form for rebate processing. The rebate will be paid upon verification that energy efficiency measures have been installed to program standards.

Danville Utilities Account #	Danville Utilities Customer #	Building Square Footage

Recipient _____ Installation Date _____
 Installation Address _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Contact _____ Email _____ Phone () _____ Ext _____

HVAC Information	
HVAC Type: <input type="checkbox"/> A/C with Electric Resistance (Strip) Heat <input type="checkbox"/> Heat Pump <input type="checkbox"/> A/C with Natural Gas Heat <input type="checkbox"/> Other	
HVAC Make/Model Number _____	Size of HVAC System _____ tons

Existing Attic/Ceiling Insulation	Newly Installed Attic/Ceiling Insulation
Pre-existing type: _____	New insulation type: _____
Pre-existing inches: _____	Installed insulation inches: _____
Pre-existing R-Value: _____	Installed insulation R-Value: _____
Attic Area (square feet): _____	# of insulation bags used (if applicable): _____
REQUIRED	Total R-Value of existing and newly installed insulation: _____
Applicant Initials _____	Total square footage of new attic insulation installed: _____
Contractor Initials _____	\$0.15/SQ. FT. REBATE FOR NEWLY INSTALLED INSULATION (R-38 +)
	Total estimated rebate: _____

Existing Exterior Wall Insulation	Newly Installed Exterior Wall Insulation
Pre-existing type (if any): _____	New insulation type: _____
Pre-existing R-Value: _____	Installed insulation R-Value: _____
Exterior Wall Area (square feet): _____	Total R-Value of existing + newly installed insulation: _____
REQUIRED	Total square footage of new exterior wall insulation installed: _____
Applicant Initials _____	\$0.35/SQ. FT. REBATE FOR NEWLY INSTALLED WALL INSULATION
Contractor Initials _____	Existing wall insulation must be less than R-6 and increased to ≥ R-13
	Total estimated rebate: _____

Existing Floor/Crawlspace Insulation	Newly Installed Floor/Crawlspace Insulation
Pre-existing type (if any): _____	New insulation type: _____
Pre-existing R-Value: _____	Installed insulation R-Value: _____
Floor Area (square feet): _____	Total R-Value of existing + newly installed insulation: _____
REQUIRED	Total square footage of new floor insulation installed: _____
Applicant Initials _____	\$0.30/SQ. FT. REBATE FOR NEWLY INSTALLED FLOOR INSULATION
Contractor Initials _____	Existing wall insulation must be less than R-11 and increased to ≥ R-25
	Total estimated rebate: _____

AGREEMENT

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth below.

Name/Title of Authorized Applicant (Please Print) Signature of Applicant Date

To be completed by insulation installation contractor if applicable:

Insulation Contractor _____ Phone (____) _____
Contractor's License # (if applicable) _____
Address _____
City _____ State _____ Zip _____
Email _____ Contractor Signature _____ Date _____

The signature above certifies the above information is correct and the insulation materials are installed in accordance with program standards.

Terms and ConditionsApplicable to all rebate requests:

I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace or to enhance the effectiveness of pre-existing insulation. New construction installations are not eligible for insulation rebates. I understand that installation must be performed by a licensed contractor or self install. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative or Danville Utilities agent. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the cost of the insulation project. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

Eligibility Rules

- 1. Customer must comply with all Terms & Conditions above. Installation must have occurred within the past 90 days of application submission. New construction installations are not eligible for insulation rebates.**
- 2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.**
- 3. Insulation contractor must complete Contractor Information section above, if applicable.**
- 4. Energy efficiency project must be installed on or after June 1, 2012.**
- 5. Customer must submit acceptable forms of proof of purchase and installation details. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment.**

Application Instructions

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions above. Please review all items before submission of the rebate application:

1. Complete all parts of the application that are applicable. Please note the following required information which is often overlooked: Customer information including Danville Utilities account number and customer numbers (Danville Utilities account number and customer number are displayed on customer bills together, separated by a hyphen), name and service address as shown on Danville Utilities bills.
2. Submit completed application, proof of purchase and manufacturer's insulation specification sheet(s) to the contact listed below by mail, email or fax.

VERIFICATION RESULTS

_____ Approved _____ Rejected Inspector Signature _____ Date _____

Approved Rebate Amount \$ _____

\$0.15/SQ. FT. REBATE FOR NEWLY INSTALLED ATTIC/CEILING INSULATION (Final R-Value must be \geq R-38)
\$0.35/SQ. FT. REBATE FOR NEWLY INSTALLED EXTERIOR WALL INSULATION (Final R-Value must be \geq R-13)
\$0.30/SQ. FT. REBATE FOR NEWLY INSTALLED FLOOR/CRAWLSPACE INSULATION (Final R-Value must be \geq R-25)

For questions, please contact: Meagan Baker ■ Key Accounts Manager ■ Danville Utilities ■ 1040 Monument Street
■ Danville, VA 24541 ■ O | 434.857.3312 ■ F | 434.799.6583 ■ E | bakermk@danvilleva.gov

Appendix D - Lighting Rebate Application



Danville Utilities Custom\$ave Energy Efficiency Program: Lighting Retrofit Rebate Application

Please complete the entire form for rebate processing. The rebate will be paid upon verification that energy efficiency measures have been installed to program standards.

Danville Utilities Account #	Danville Utilities Customer #	Building Square Footage

Recipient _____ Installation Date _____
 Installation Address _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Contact _____ Email _____ Phone (____) _____ Ext _____

Existing Lighting			New Lighting			Total Watt Reduction	Date Installed
Number of Fixtures	Total Fixture Wattage	Total Watts	Number of Fixtures	Total Fixture Wattage	Total Watts		
Lighting Rebate Amount (Total watts reduced @ \$0.175 per watt) (New LED exit sign replacements do not count towards wattage reduction rebate)							

New Occupancy Sensors		Total Watts Controlled	Date Installed
Number of Fixtures w/ Sensors	Total Fixture Wattage		
Lighting Control Amount (Total watts controlled @ \$0.05 per watt)			

LED Exit Signs (\$14.00 per new sign)	Number of Standard Signs Replaced with LED:	
---------------------------------------	---	--

Please attach required proof of purchase and material specifications documentation to application

To be completed by installation contractor/material vendor if applicable:

Contractor/Vendor _____ Phone (____) _____
 Contractor's License # (if applicable) _____
 Address _____
 City _____ State _____ Zip _____
 Email _____ Contractor Signature _____ Date _____

The signature above certifies the above information is correct and the lighting fixtures and/or occupancy sensors are installed in accordance with program standards.

AGREEMENT

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth on the reverse side of the application.

Name/Title of Authorized Applicant (Please Print) _____ Signature of Applicant _____ Date _____

VERIFICATION RESULTS

____ Approved ____ Disapproved Inspector Signature _____ Date _____
 Approved Rebate Amount \$ _____ (\$0.175 per watt reduction and/or \$0.05 per watt controlled. \$14.00 per new LED exit sign.)

Custom\$ave Commercial & Industrial Energy Efficiency Rebate Program

Terms and Conditions

Applicable to all rebate requests:

I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace existing equipment. I understand that installation must be performed by a licensed contractor or self install. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative or Danville Utilities agent. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the cost of the equipment. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

Eligibility Rules

1. Customer must comply with all Terms & Conditions above.

2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.

3. Contractor or vendor must complete Contractor Information section of application, if applicable.

4. Installed measures must be designed to reduce the total electrical system demand. The rebate will be calculated based on the reduction in demand (in kilowatts) as demonstrated through verified calculations or measurements. The energy efficiency project must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate or control at least one kW of the commercial facility's electric load.

5. Energy efficiency project must be installed on or after June 10, 2011. Installation or service must have occurred within the past 90 days of application submission.

6. Customer must submit acceptable forms of proof of purchase and installation details. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities.

7. **LED Exit Sign Rebate:** Only new LED exit signs replacing an incandescent or fluorescent exit sign qualify. Retrofit kits are not eligible. New exit signs must meet UL-924 requirements and meet all applicable fire codes. Exit signs must use ≤ 5 Watts and have a minimum product life of 10 years or listed as ENERGY STAR® qualified. New signs must be installed on or after January 1, 2012.

Application Instructions

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions above. Please review all items before submission of the rebate application:

1. Complete all parts of the application that are applicable. Please note the following required information which is often overlooked: Customer information including Danville Utilities account number and customer numbers (Danville Utilities account number and customer number are displayed on customer bills together, separated by a hyphen), name and service address as shown on Danville Utilities bills.
2. Submit completed application, proof of purchase and other necessary documents to the contact listed below by mail, email or fax.

For questions, please contact: Meagan Baker ■ Key Accounts Manager ■ Danville Utilities ■ 1040 Monument Street
■ Danville, VA 24541 ■ O | 434.857.3312 ■ F | 434.799.6583 ■ E | bakermk@danvilleva.gov